

Chapter 3: PCRS Security

Overview

To access PCRS, you must:

- Obtain the appropriate level of security.
- Follow the instructions in this chapter to reach PCRS through the ITD gateway.

How To Obtain The Security Level You Need

To apply for security:

1. Complete the PCRS Security Request form. A sample form, which you can photocopy and use, is in the back of this chapter.
2. If you **do** have an ITD UAID, continue to step 4.

If you **do not** have an ITD UAID, request an application for one from your security officer. Have the security officer or your supervisor assist you in filling it out.
3. Have the completed form(s) signed by the appropriate signatory authority.

4. If you have an ITD UAID and are applying for PCRS access only, send the signed form to:

Office of the Comptroller
Department Assistance Bureau
One Ashburton Place, 9th Floor
Boston, MA 02108

If you are applying for both an ITD UAID and PCRS access, send both forms to:

Information Technology Division
One Ashburton Place, 16th Floor
Boston, MA 02108

ITD will assign your UAID and then forward the PCRS application to the Comptroller's Security Office.

If you are applying for PCRS security only, the approval process is usually completed within two business days. If you are applying for an ITD UAID as well, the process will take a little longer. Once you have been approved, you will be notified by letter or email.

Once your application has been approved, ITD will add the PCRS option to the ITD Gateway Main Menu, and the Comptroller's Office will modify your security profile to give you access to the PCRS functions you need to use.

Once you have obtained the necessary security, you can begin to use PCRS. Start at the ITD Gateway screen.

How To Reach The PCRS Function You Need

```

COMMONWEALTH OF MASSACHUSETTS

                                Welcome to the
                                Information Technology Division Gateway
                                Executive Office for Administration and Finance

Date: 08/03/99                                Host: ASYS
Time: 09:28:53                                Termid: CIPAI2E

Identification:
  Userid==> _____
  Password==> _____

Change Password
  ? N (Y or N)

                                Massachusetts Information
                                Technology Center
                                MITC - Chelsea

Bulletins:
*****
ITD Data Center Help and Information
Call... CommonHelp at 1-800 335-4702
After 5pm and Weekends (617) 660-4500
*****

Message: ENTER PASSWORD
Enter F1=Help F3=Exit F4=CommonHelp F6=News/Services

```

1. Type your universal access ID (UAID) number.
2. Hit <TAB>.
3. Type your password.
4. Hit <ENTER>.

This brings you to the ITD Gateway Main Menu screen.

```

_____ Actions Options Commands Help
-----
KLSVSEL1                                ITD GATEWAY MAIN MENU                                More:
                                         Userid: CTRLV

TYPE SELECTION ID NAME: _____
or TAB to selection and press ENTER.
  Session ID  Description                                Type  Status
-----
- VIEWDIR    VIEWDIRECT                                Multi
- VIEWPC     DOCUMENTDIRECT                            Multi
- F          CAPS                                       Multi
- H          MMARS                                       Multi
- IWNEWS     INFORMATION WAREHOUSE NEWS                 Multi
- CICSTEST   TEST REGIONS                               Multi
- P          CICS PARIS                                 Multi
- PCRS       PAY COST RPTG / PMIS                       Multi

Bulletins:
Messages:
Command ==> _____ ASYS/CIPAI2E
Enter F1=Help F3=Exit F5=Refresh F6=News F9=Retrieve F10=Action

```

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If PCRS is not listed as an option on this menu, contact your security officer for assistance.

To select PCRS from the menu:

- Type **PCRS** in the **Type Selection ID Name** field.

OR

- Hit <TAB> until you get to **PCRS**. Then hit <ENTER>.

Note: If you choose to <TAB> to the PCRS option, you do not need to type a character. Hit <ENTER> as soon as your cursor is correctly positioned.

This brings you to the PCRS news screen.

```
COMMONWEALTH OF MASSACHUSETTS / "I.T.D." DATA CENTER
* MORE *                               * CICS NEWS SERVICE *                PAGE: 1
* ===== *
***** WELCOME TO THE PCRS/PMIS NEWS *****
PCRS/PMIS HELPLINE 727-5995, MONDAY THROUGH FRIDAY: 8 AM TO 5 PM
***** PCRS EXCEPTION POSTING*****

ALL PCRS FUNCTIONS HAVE BEEN TURNED ON.

PAGE 2 PCRS RULES ROLL IN FY2001
PAGE-4 OSC HOME PAGE ADDRESS. DIRECT DEPOSIT CAMPAIGN; HOURS OF OPERATION
* ===== *
PF > 1 =NEXT PAGE 2 =PREV. PAGE 3 =MAIN MENU ENTER =APPLICATION CLEAR =EXIT
```

This screen provides you with the latest PCRS news and information. The navigation bar at the bottom of the screen offers you the following options:

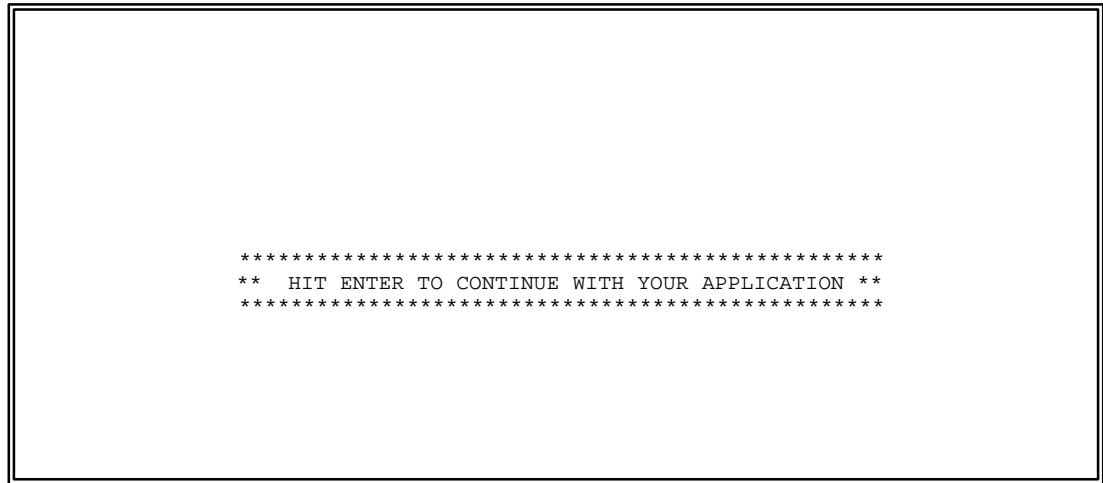
PF1 (Next) Takes you to the next page of PCRS news. If there are no additional pages, pressing PF1 has no effect.

PF2 (Prev) Takes you to the preceding page of PCRS news. Pressing PF2 on

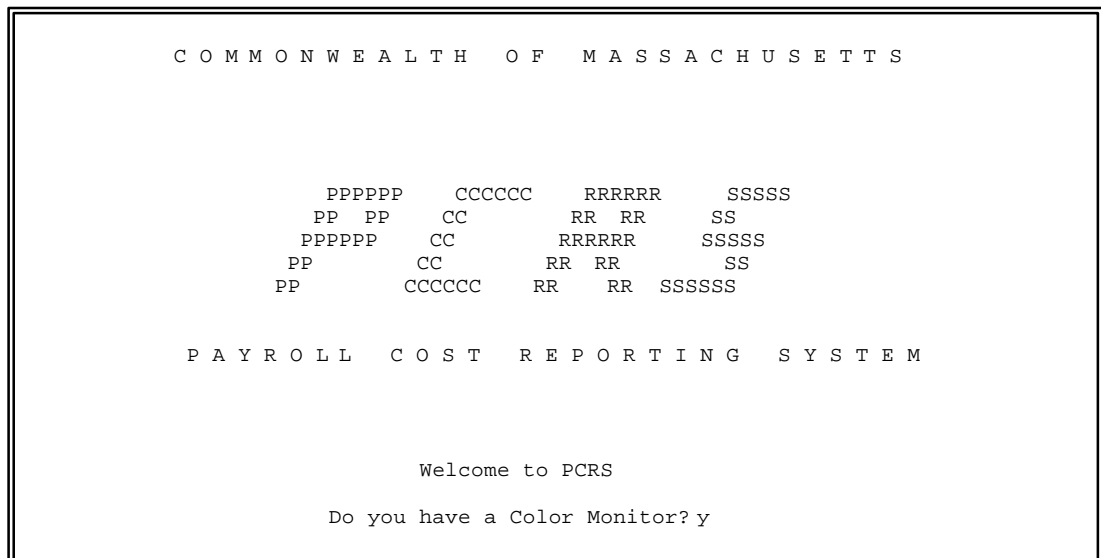
this screen has no effect. You must be on a later news screen to use this key.

PF3 (Main Menu) Returns you to the ITD Gateway Main Menu.

Enter (Application) Moves you to the ITD application screen shown below.



Press <ENTER> to move to the PCRS welcome screen.



This screen has a welcome message and the question, "**Do you have a Color Monitor?**"

If you have a color monitor you can answer <Y>, and press <ENTER>. If not,

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leave the <N> in that field and press <ENTER>.

This will take you to the PCRS Main Menu.

```
Choose an option or press <PF3> to exit PCRS.

VPCRS000  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      7/30/1999
CTRAEY      PCRS Main Menu                               12:50 PM
-----
Selection:  03

          01  Cost Accounting Exception Posting
          02  Cost Accounting Default Distribution
          03  Cost Accounting Adjustments
          04  Cost Accounting Rules
          05  Cost Accounting Online Information
          06  Release Held Paychecks (CTR Only)
          07  PCRS System Maintenance

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help  Reset Exit
```

To select a PCRS function:

1. In the **Selection** field, type the two digit code that precedes your choice.
2. Press <ENTER>.

Your security profile determines which PCRS main menu functions you can access and whether you may modify or simply view the data on the PCRS screens. If you have view access only, all fields on the screens automatically become non-modifiable. If you select a function you are not authorized to use, PCRS displays an error message.

Commonwealth of Massachusetts
Office of the Comptroller

Payroll Cost Reporting System (PCRS)

ON-LINE ACCESS REQUEST FORM

_____New _____Change _____Delete
(Old Profile # _____)

Department Alpha Code _____ ORGN# _____

PCRS Profile # _____

Department Level Access:

☐ Total Department

☐ Restricted to ORGS: _____

For Secretariat Only

Secretariat Code _____
Alpha Number

Employee's Name: _____

Last First M.I.

Social Security Number: _____ - _____ - _____

Assigned Universal Access ID (UAID) _____

Signature of Security Officer: _____ Date: _____

Telephone # (____) - _____ - _____

If you have any questions, Contact Kathy O'Leary at 617-973-2381.